

SECRETARIAT OFFICE MANUAL SERIES

ISSUING ORDERS



Edition No.1
2019

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Drafting and design Team

1. Dr. Srikant Nagulapalli, Secretary, Political, 2. Sri Kyathari Gurumurthy, Additional Secretary, GAD, 3. Smt B. Vijaya Lakshmi, Assistant Secretary, GAD, 4. Smt D. Indira Rani, SO, GAD, 5. Sri B. Ramesh, ASO, GAD, 6. Sri A. Easwar Prasad, PA to Secy. Poll.

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Contact

Enquiries regarding this licence and any other use of this document are welcome at:
Mid-Level Officer, Cabinet Division,
General Administration Department,
Building Number 1, Interim Secretariat, Amaravati,
Guntur District, Andhra Pradesh.
Email: addlsecy-cabinet@ap.gov.in
Phone: 0863-2441530
www.gad.ap.gov.in

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1 STAGES OF ISSUE OF GOVERNMENT PROCEEDINGS

(1) The issue of Government Orders involves three stages:-

- (i) Approval of note
- (ii) Authentication of draft
- (iii) Attestation of the orders

(2) (i) Issue Procedure is as follows:

	Note Approval	GO Authentication	GO Attestation
Note with draft GO	Minister	<ul style="list-style-type: none">•Secretary authenticates by digitally signing the draft on return journey of the file from Minister and sends to the section for issue.	<ul style="list-style-type: none">•Section prepares fair copy with GO number in e-Office. Section Officer/ an Officer not below the rank of Section Officer approves and digitally signs the fair copy of GO and uploads in GOIR.
Note without draft GO	Minister	<ul style="list-style-type: none">•After circulation orders, draft GO for authentication is put up to the Secretary with GO number.•Secretary authenticates by digitally signing and sends to section for issue	<ul style="list-style-type: none">•Not needed•Section uploads the authenticated copy directly.

- (ii) **Delegated cases:** In delegated cases, the authentication is done by the Officer who approves the note.
- (iii) **GO Number:** The Section in-charge in the Department shall obtain a draft GO number of the required series (Ms/Rt/P) in GOIR application.
- (iv) **Digital Signature:** The digital signature in the PDF document can be viewed in the licensed version of PDF viewer only.

2 APPROVAL OF PROCEEDINGS

- (1) After the proceedings are drafted, they are approved and signed by the Secretary or an authorised officer.
- (2) Put up a draft for issue in DFA (Draft for Approval) tab.
- (3) SLA for issue of orders. Once decision is taken, prepare and put up a draft in 24 hours if draft is short and 48 hours if the draft is long.
- (4) Separate orders for general rulings. Issue orders on general rulings arising from a particular case separately from the orders in the particular case.
- (5) Multiple drafts. If multiple drafts are put up for disposal of a case, draw attention to each draft in the note file.
- (6) Make electronic copies of the following with Andhra Pradesh Emblem and digital signature of the authenticating officer or the attesting officer.
 - (i) proceedings of Government (Government Orders), Letters Endorsements, etc., except those photocopied;
 - (ii) communications to the Government of India, other State Governments, the Accountant-General, and Diplomatic-Missions; and
 - (iii) communications conveying sanction of expenditure intended for the Accountant-General.
- (7) In case of physical copies print the above on sheets embossed with Andhra Pradesh Emblem authenticated by signature in ink.
- (8) The work of fair copying and preparing a draft is done by the section with care avoiding corrections.
- (9) Follow the following checklist for preparing **drafts for issue**.

Reference Final disposal (tick mark one)

If a final disposal

- (i) nature: _____
- (ii) the enclosures: _____
- (iii) person(s) to whom to be sent:

Person	To/ Copy to	Whole or part?	If part, indicate the text	Mode of dispatch

- Fair copy extending over more than one page is printed on both sides of the paper.
- No interlineations especially in letters are made.
- Left hand margin on the front page and right hand margin of the back page are left blank.
- Margin is encroached only when statements are copied in the body of the communication and they are too big to be typed in the portion on which the communication is copied.
- Typed with single spacing.
- In forms of correspondence where designation of officer is typed below his signature, the department is not typed below his signature, if it is already printed/ embossed/ typed at the top of the paper.
- In official correspondence, if the designation of an officer is typed, his officiating status (if he is an officiating officer) by the word 'Officiating' before the designation is NOT indicated.
- Papers are accurately copied.
- Papers have been copied in proper order and form.
- Enclosures have been fully typed.
- Errors in spelling, punctuations etc. are corrected.
- Fair copy of important communications such as cabinet notes, communication to Foreign Governments/ Very Important Personages and security classified communications are verified carefully.
- Checked financial statements.
- Compared the figures, etc., in statements forming enclosures to the proceedings, letters, etc.
- Checked prior to despatch that the enclosures are in order and that figures, plus or minus signs, etc., have been accurately copied.

Priority marking of outward communication from secretariat to Heads of Departments/ Collectors as "Important", "Urgent", "Immediate", "For Personal Attention", as the case may be done by Assistant Secretary.

(10) Follow the following **checklist** for preparing answers to **legislative questions**.

- The name of the department replying and the date of admission of the question is printed at the top.
- The word "Legislature Assembly Secretariat" is NOT printed at the top.
- Designation of the Minister or Ministers who passed the answer is printed at the bottom.
- Answer papers are photo copied on single side and signed by an officer not below Assistant Secretary.

3 AUTHENTICATION

3.1 Proceedings authentication

- (1) The approved proceedings are issued in the name and designation of the authenticating officer.
- (2) Authentication of proceedings is done by appending the sentence “These orders issue with the approval of the competent authority” and digitally signing it.(Competent Authority means Governor/Cabinet/CM/ Minister/ an officer to whom decision making powers are delegated under Business Rules)
- (3) Every order or instrument shall be authenticated as per Business Rules.
- (4) All orders or instruments made or executed by order or on behalf of the Government of Andhra Pradesh will be expressed to be made by order of the Governor of Andhra Pradesh.

3.2 Financial proceedings

All orders conveying financial sanction shall indicate the amount in words and be digitally authenticated.

4 ATTESTATION

- (1) Secretary of a Department may authorise an officer not below the rank of a Section Officer to attest any proceedings of Government.
- (2) Attestation of proceedings shall be done by affixing the digital signature of the attesting officer.
- (3) The attested copy is uploaded by the attesting officer in the Government Orders Issue Register available in the public domain unless it is security classified.
- (4) Attest fair copies of all enclosures to Government Orders, Official Letters, Endorsements, etc., as follows.

(True copy/ extract)
(By Order)
<Digital sign of Attesting officer> Section Officer

- (5) Attest copies of proceedings as follows.

(By order and in the name of the Governor)
<Name of Authenticating Officer> <Authenticating Officer>
(True copy/extract)
//Forwarded to X.Y.Z.//
(By Order)
<Digital sign of Attesting officer> Section Officer

Note: If the body of a Government Order or Proceedings specifically refers to the Governor, don't add the words 'By order of the Governor' at the end of the copy of the order.

- (6) A covering letter without number but bearing the date on which it is typed for signature and signed by AS/ SO should invariably accompany a copy of the proceedings of Government communicated to the Chief Justice of the High Court, to the Accountant-General, to the Andhra Pradesh Public Service Commission, to another State Government or Administration, to the Government of India or to any of the Indian Missions abroad.
- (7) Send the attested copy of the proceedings communicated from the official email.
- (8) Name of the officer who sends the email should appear immediately below the body.
- (9) Issue communications in e-mail form from Secretaries to Government in the style "I am directed".
- (10) When SO concerned is absent on casual leave or is not available in office for any reason, fair copies relating to his section shall be signed by any other SO of the department.
- (11) Issue letters ordinarily in the name of the Secretary unless instructions to the contrary are given by the section concerned.
- (12) If letters approved by Secretary are dispatched by subordinate officers, write the word "for" before the word "Secretary".

5 APPEALS FOR MERCY

- (1) An officer of the rank of Assistant Secretary or above shall sign any paper for issue such as
 - (i) an order, letter, in cases dealing with appeals for mercy from persons under sentence of death,
 - (ii) fair copies of approved drafts relating to the carrying out or the withholding of a sentence of death.
- (2) When submitting fair copies for signature, submit the original draft and the connected papers.

6 SPECIAL CASES

Case	Signing authority
1 Copies of communications of 'displeasure' of the Government in the case of AIS Officers.	Chief Secretary
2 Copies of communications of 'displeasure' of the Government in the case of Revenue Officers, non-cadre secretariat officers, non-cadre Heads of Department	Secretary concerned.
3 Disciplinary cases where the Government or the Secretary of the administrative department are or is the disciplinary or appellate or revisional or reviewing authority: i) Fair copy intended to the accused officer(s) Copies of the communications marked to other officials or Department ii) Fair copies in disciplinary cases where an officer other than Government/ Secretary to Government has passed the order as the disciplinary or appellate or revisional or reviewing authority	Secretary concerned or AS/ above who passed the order
4 Proceedings criticizing the Head of a department	Secretary concerned
5 Copies of orders containing financial sanctions including orders delegating financial powers to Heads of Departments and Subordinate Officers under them and sanctions of compassionate gratuities and of re-employment of retired officers intended for communication to the Accountant General	AS or above of the department
6 Copies of proceedings issued under legal provisions to be filed in court of law (e.g. prosecution orders under section 124-A, Indian Penal Code, or the Arms Act or the Explosives Act).	As prescribed by the department (or) as determined by the SO in the absence of any instructions.



- █ Introductory
- █ Inward
- █ Outward
- █ Decision Making
- █ Office procedure

GENERAL ADMINISTRATION DEPARTMENT
GOVERNMENT OF ANDHRA PRADESH

